



SPECIAL EVENT PERMIT APPLICATION

2011

BROCHURE & INSERT FORMS

Department of Public Administration
Parks & Recreation Division
12 East 4th Street • Duluth, MN 55805
Special Event Permit Line: 218.730.4306
www.duluthmn.gov/parks/index.cfm

PARKS AVAILABLE FOR SPECIAL EVENTS

BAYFRONT PARK PLAZA and BAYFRONT FESTIVAL PARK

700 Railroad Street (S 5th Av W & Railroad St)

"Bayfront Park Plaza" consists of the Railroad Street side of the park up to the end of the wide brick walkway (before the grassy area in front of the music pavilion and stage). This includes the paved vendor area. A permit for the plaza does not include the Bayfront Family Center building - that is a separate rental fee.

"Bayfront Festival Park" encompasses the entire park, including the Lois M. Paulucci Music Pavilion, and the Bayfront Family Center. This is all included in one fee and is permitted under a special contract. Call 877.388.7333 for more information. Picture illustrations are available by email. Good for large events and outdoor concerts. Parking for 300-400, when using all available lots - \$4 parking fee will be charged.

BRIGHTON BEACH

63rd Av E & Congdon Blvd

Pavilion, gazebo, grills, tables, fire shelter, beach, portable restrooms only, no water or electricity....good for groups up to 100; parking for 50 cars.

CHAMBERS GROVE

137th Av W & Hwy 23

Pavilion & fireplace, gazebo, grills, tables, boardwalk, fishing docks, electricity, large open spacegood for large picnics; parking for 25 cars.

CHESTER BOWL PARK

1801 E Skyline Pkwy

Stage, tables, playground, ballfield, soccer field, trails, restrooms, water, electricitygood for outdoor concerts, smaller picnics. Parking for 80 cars.

ENGER PARK

16th Av W & Skyline Pkwy (near Enger Golf Course)

Enger Tower, pavilion & fireplace, gazebo, grills, tables, gardens, trails, restrooms, water, electricity....for groups up to 100; parking for 60 cars.

LAKE PLACE PARK

2nd Av E & Michigan S

Electric, benches....good for small concerts.

LAKEWALK

7.3 mile paved path from Canal Park to 60th Av E

Good for special events such as fundraising walks (wheelchairs, okay, but motorized vehicles not allowed). Electricity at Endion Beach only.

LEIF ERIKSON PARK

11th Av E & London Rd

Stage, portable restrooms only, electricity....good for outdoor concerts and craft sales, etc., for groups up to 1,500; parking for 50 cars in the Rose Garden lot.

LESTER PARK

61st Av E & Superior St (near Lester Golf Course)

Pavilion, grills, tables, electricity, playground, trails, soccer field....good for large picnics; parking for 50 cars.

LINCOLN PARK

25th Av W & 3rd St (next to Lincoln School)

Pavilion, grills, tables, electricity, playground, trails...good for large picnics; parking for 10 cars.

PARK POINT RECREATION AREA

45th St & Minnesota Av

PERMITS OBTAINED DIRECTLY FROM THE YMCA

Pavilions (2), grills, tables, electricity, restrooms (beach house only), playground, ballfields, soccer fields, sand volleyball courts, fishing pier, boat launch, trails, beach house....good for picnics for groups to 300; parking for 385 cars. (Call 218.722.4745 x132 or email klafferty@duluthymca.org for scheduling and application information. Do not use this form - the YMCA uses different paperwork and fee structures.)

THIS BROCHURE IS YOUR MAIN REFERENCE TOOL FOR THE SPECIAL EVENT PROCESS:
Keep on hand until completion of your event.

Choose a park that is suitable for your needs.
Picture illustrations of some parks are available by email or on the City of Duluth website listed above.

Certain permits (i.e. alcohol) or services require 30 or more days advance notice of need. Last minute requests cannot be accommodated.

**PERMITS ARE NON-TRANSFERRABLE
AND FEES NON-REFUNDABLE.**

A special event is one that is: 1) open to the public, and/or 2) charges an admission or registration fee. To be held on City of Duluth park land, a Special Event Permit is required.

WHAT IS A SPECIAL EVENT?

If your event is private, such as a family reunion, company picnic, or wedding, and is attended by 40 or more people, call 218.730.4320 to obtain the proper permit. If your event is held on city streets only, the proper permit is available through the City Clerk's Office at 218.730.5500. If your event is on park land and city streets (duathlon, etc.), both permits are required.

PARK RULES

- A permit does not give "exclusive" use of the park; only the picnic shelter or specific area you have requested. The park will still be open to the public. Permit must be in permittees possession at event to enforce its privileges, including asking individuals to move from the designated reserved space.
- The permit includes use of the shelter or reserved space (i.e. ballfield), and amenities (picnic tables, water, electricity, and grills, where available).
- Your reservation will automatically be cancelled if payment and insurance certificate are not received in advance. (See page 3 for insurance requirements.)
- Reservations are made for specific time periods - the space is not yours until the reservation time begins, so please plan accordingly. If one time period does not allow enough time for set-up, you may need to reserve the entire day, if both time periods are available. Parks close at midnight, unless posted to close at 10 PM. Everyone must be out of the park by closing time unless permit gives special permission for extended time in the park.
- The group or person reserving the shelter is held responsible for the safe conduct of all participants attending event.
- The area must be left in an orderly condition when you leave at end of time period; all trash and decorating items must be disposed of properly in existing containers and left clean for the next group using the park. Damage deposit will be withheld if failing to do so.
- All motorized vehicles must remain in the parking lot and are not allowed on any off-road areas such as park pathways, grass, fields, etc. (see exception below).
- A key is available to allow vehicle entry for unloading of supplies into Lester Park, Leif Erikson Park, or Chambers Grove. A \$20 key deposit is required. Vehicles cannot remain in the park and the post or gate must remain locked during your event.
- **ALCOHOLIC BEVERAGES:** The consumption of alcohol is prohibited by City of Duluth ordinance unless an alcohol consumption permit is included with your reservation. (See page 4 for information on alcoholic beverages.)

- **FOOD:** You may use existing grills or bring additional grills. Coals, hot water, or cooking oil/grease cannot be dumped on lawns, turf, landscaped areas, catch basins or sewers, and must be disposed of properly. (For correct grease-disposal procedure, call Chris at 218.269.4059 or 218.730.4063.) For safety reasons, glass containers are prohibited.
- **ELECTRICITY/WATER:** Most parks are equipped with 110 volt electrical outlets. Multiple items may cause overloads. Additional electrical needs, in some cases, may be accommodated through a portable electrical panel, requiring advance arrangement and a \$100 deposit for use. Additional fees apply for electrical or water services above what is standard in the park.
- **FIRES/BONFIRES:** Bonfires require additional permit from the Duluth Fire Department (218.730.4380). Campfires are allowed only in existing fire pits or fireplaces in the parks. Bringing in your own fire ring is not allowed. Fire must not extend outside of the fire pit and permittee shall burn only wood that is brought into the park for the purpose of a recreation fire - no burning of materials from the park. Fire must be attended to at all times and shall be completely extinguished before leaving, removing all burned and unburned material.
- **VENDORS:** All vendors selling food or products at your event must have: 1) current applicable licenses, issued by the State of Minnesota, 2) all necessary sales tax permits, and 3) product liability insurance. The City charges a fee of \$20 per 10' x 10' space per day which can be paid at an agreed-upon date following the event, if necessary. (Vending fee is \$20 per vendor per day.)
- **PORTABLE TOILETS:** When additional toilet facilities are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on recommended amounts.
- **GARBAGE DISPOSAL/RECYCLING:** When additional garbage and recycling receptacles are needed beyond what is already available at the park, they will be arranged and paid for by the special event permittee. Consult directly with provider of choice on what is recommended for the size and type of event. (Direct recycling questions to Sarah at 218.730.5151.)

TIME SLOT

- 10 am to 3 pm
- 4 pm to 9 pm
- 10 am to 9 pm (will be charged for two slots)

NOTE: Reserve enough time needed for set-up and tear-down of your event. Do not assume you can come early and stay late, as a time slot before or after you may already be reserved. Very important!

FEE STRUCTURE

Permit Fees for Special Events held in Duluth Parks
(Permits are non-transferrable and fees non-refundable)

1 - 150 persons	\$75 per time slot
151 - 300 persons	\$115 per time slot
301+ persons	\$140 per time slot

Alcohol Consumption - \$45 in Park or \$90 in building

Damage/clean up deposit without alcohol	\$100
Damage/clean up deposit with alcohol	\$200
Portable electrical panel deposit	\$100
Water spigot deposit (Bayfront only)	\$25 each

Replacement fees apply for items not returned, or returned broken.

Deposits must be issued in a separate check, not combined with permit fees into one check. The deposit check will be held and returned after event upon inspection by City of Duluth staff of the site used, if free of damage and garbage as stated on page 2.

Building Rentals for Special Events

\$60 for first hour plus \$25 for each additional hour

INSURANCE REQUIREMENTS

The City requires all organizations using city property to obtain event insurance for the time city property is occupied. Prior to the permit being issued, the following must be provided:

- The minimum amount of a commercial general liability policy shall be **\$1,000,000** each occurrence (as per State legislature requirement).
- A "Certificate of Insurance" listing the City of Duluth as additional insured should be mailed to:

Department of Public Administration
Parks & Recreation Division

Attn: Gail Walkowiak ● 12 E 4 St ● Duluth, MN 55805
(It can also be faxed to 218.723.3634, Attn: Gail or emailed to gwalkowiak@duluthmn.gov)

BAYFRONT PARK PLAZA PERMITS must also list "Secret Service LLC" as additional insured.

**PERMISSION FOR SPECIAL EVENT PARK USE
WILL BE DENIED WITHOUT PROPER INSURANCE.**

CHECKLIST - Please Read and Follow

_____ **TENTATIVE RESERVATION:** Call 218.730.4306 or email gwalkowiak@duluthmn.gov to check park availability and make tentative reservation. (Submission of application is not an automatic reservation of park.) **Call permit line to cancel any reservations made where plans have changed.**

_____ **APPLICATION SUBMISSION:** Mail proper application insert sheet to the Parks & Recreation Division, signing "Hold Harmless" section on reverse side of sheet; send immediately; you will be contacted with final fees after review of application.

_____ **EVENT DIAGRAM:** At time of application submission, submit a rough sketch or description of placement of various components of your event, such as registration area, vendors, entertainment, toilets, etc. (Some park illustrations are available for use, if needed, in making diagram; email your request.)

_____ **CERTIFICATE OF INSURANCE:** Obtain certificate for policy according to requirements listed to your left. **Make sure the insurance agent is correctly informed on these requirements. Permit will not be issued without proper insurance.**

_____ **PERMIT FEES:** After fees have been determined 1) by the Parks and Recreation Division upon application review, or 2) by you in advance according to the fee schedule, mail a check payable to the "City of Duluth". Permit will not be issued until fees have been paid. (Include a separate check for the appropriate damage/clean-up deposit.)

_____ **ALCOHOL PERMITS:** If alcohol will be served, obtain all necessary permits according to criteria listed on page 4.

_____ **TENT STAKING:** Call Gopher One at 1.800.252.1166 two weeks before your event, if you will be staking tents or any other sort of "digging". This is State law. You will need to show them onsite where you intend to stake, determining the safest location that will not interfere with underground utility lines. According to law, this needs to be done each time, even if your event is annual and you are using the same layout.

_____ **ELECTRICAL/WATER NEEDS:** Call 218.730.4430 or 218.348.3199 well in advance to arrange for special electrical or water needs beyond what is standard in the park. Additional fees apply.

_____ **POLICE, TRAFFIC OR "NO PARKING" NEEDS, CONES OR BARRICADES:** Call (218) 730.5644 or 730.5678 to discuss needs. Call at least 30 days in advance to arrange for special services. Additional fees apply for these services.

This type of event is hosted by a private citizen(s) and requires:

- \$45/park or \$90/building alcohol consumption fee to be included with the permit fee.
- Cash bar - must be catered by a restaurant with a caterer's permit.
- If cash bar, a copy of the contract with the restaurant must be submitted before your permit will be issued.

Business/Company/Club Hosted Events

This type of event is hosted by an organized club or for-profit business or company and requires:

- \$45/park or \$90/building alcohol consumption fee to be included with the permit fee.
- A caterer - whether the alcohol is provided or there will be a cash bar, the event must be catered by a restaurant with a caterer's permit who provides both food and alcohol.
- A copy of the contract with the restaurant must be submitted before your permit will be issued.

Non-Profit Hosted Events

This type of event is hosted by a non-profit organization and requires:

- \$45/park or \$90/building alcohol consumption fee to be included with permit fee.
- If cash bar - a Temporary Liquor License must be secured from the City Clerk's Office at 218.730.5500. Start this process at least 30-45 days in advance of your event.
- A copy of the license must be submitted before your permit will be issued.

Security for Buildings & Parks

- Applications for a special event permit with alcohol consumption must be submitted at least 30 days prior to event for approval.
- Pending review of your "Application Screening Form" by the Duluth Police Department Licensing Agent, a licensed peace officer(s) employed by the City of Duluth may be required to be present at all times alcohol is consumed. (The "Application Screening Form" accompanies this brochure and must be submitted with the Special Event Permit application, if alcohol will be consumed.)
- You will be contacted directly by the Police Department after your screening review and confirmation of securing an officer(s), if one is required, must be received before your permit will be issued.
- BUILDINGS: Alcohol consumption is restricted to within the building.
- PARKS: Alcohol consumption is restricted to within 50 feet of the existing shelter or designated area, if a shelter does not exist.

For additional information about security requirements and approval of this application:

- 1) contact Officer Jim Hansen by phone at 218.390.2232 or by email at jhansen@duluth.mn.gov, or
- 2) go to http://www.duluthmn.gov/police/hiring_an_officer.cfm.

*Sections of these policies are enforceable by City Ordinances and State Statutes:
Duluth City Code: Chapter 8 Article I Sec. 35-8, 9 • MN State Statute: 340A101, 340A.414*

**ALCOHOL CONSUMPTION PERMIT "APPLICATION SCREENING" FORM
MUST BE SUBMITTED AT TIME OF SPECIAL EVENT PERMIT APPLICATION**
(in addition to "General Park Use" or "Bayfront Park Plaza/Bayfront Family Center" Insert Forms)

**CONTACT OFFICER JIM HANSEN AT 218.390.2232 OR BY EMAIL AT [JHANSEN@DULUTH.MN.GOV](mailto:jhansen@duluth.mn.gov)
FOLLOWING SUBMISSION OF ALL FORMS TO PARKS & RECREATION
TO MAKE SECURITY ARRANGEMENTS DIRECTLY.**

(No permit will be issued without security approved by the Duluth Police Department.)

ALCOHOL CONSUMPTION PERMIT APPLICATION SCREENING FORM

To accompany application for event by the name of: _____

Contact Person Name & Phone Number _____

Event Date: _____ Beginning and Ending Time of Event: _____

Applicant is a: ☐ Private Party ☐ Non-Profit Organization ☐ Business, Company, or Club

Applicant's full legal name: _____ Date of Birth: _____

Legal Name of Corporation (if applicable): _____

Current State Filing # _____ (This can be found at <http://www.sos.state.mn.us>)

Number expected in attendance: _____ Attendees under 21? ☐ Yes ☐ No

Type of alcohol to be consumed: _____

Alcoholic beverages will be: ☐ free (no charge) ☐ cash bar

Alcoholic beverages will be provided/served by:

☐ licensed caterer ☐ private party ☐ BYOB (Bring Your Own Bottle)

Name and Phone Number of Licensed Caterer _____

- This application must be submitted at least 30 days prior to the event
- This application will be submitted to the City of Duluth Police Department for review and approval
- Additional permit or license from City Clerk's office may be required
- Licensed peace officer(s) employed by the City of Duluth may be required

FOR OFFICE USE ONLY:

Application and Screening Sheet sent to:

☐ Marth Oswald (City Clerk's Office)

☐ Cha Vang (Duluth Police Department)

☐ Jim Hansen (Duluth Police Department)

Please give approval to Parks & Recreation Division within one week upon receipt.

Approving Signature: _____ Department/Division: _____

Return form to following Parks & Recreation Staff:

☐ Terri Castonguay ☐ Mona Talbot ☐ Gail Walkowiak

NOTES:

1.4.11 Version





CITY OF DULUTH DEPARTMENT OF PUBLIC ADMINISTRATION

Application Insert for Use of a Park Facility for a Special Event

GENERAL PARK USE

Name of Event:

Date/s of Event:

Day/s of Week:

Estimated Attendance:

Type of Event (picnic, concert, walk, race, etc.):

Event Sponsor/s:

Contact Name:

Organization:

Address:

City:

State:

Zip:

Home Phone:

Work Phone:

Cell Phone:

Email Address:

Approximate Arrival Time:

CHOOSE THE APPROPRIATE PARK FOR YOUR NEEDS

Bayfront Park Plaza & Bayfront Family Center (separate form)

Brighton Beach ☐

Lakewalk ☐

Chambers Grove ☐

Leif Erikson Park ☐

Chester Bowl ☐

Lester Park ☐

Enger Park ☐

Lincoln Park ☐

Lake Place Park ☐

Other _____

Time Slot

10 am - 3pm ☐

4 pm - 9 pm ☐

10 am - 9 pm ☐

**10 am - 9 pm will be charged
for two time slots**

Note: Reserve enough time to allow for set-up and tear-down of your event. Do not assume you can come early and stay late - it may already be reserved by another group.

Complete Front and Back (Page 2) of Form - Sign and Date Before Returning to Parks & Recreation

Items You Will Require or Use for Your Event - Check All That Apply

Provided or Arranged by the City of Duluth

- ☐ Standard Electric (110 Volt)
- ☐ Portable Electric Panel (deposit required for use)
- ☐ Water (where available) used for _____
- ☐ Fire: _____ Campfire/Fireplace
_____ Bonfire (separate permit required)

Provided or Arranged by You

- ☐ Police Department Needs
(street closure, traffic control, no parking zones, cones
barricades, above average parking)
- ☐ Additional Garbage Service
dumpsters _____ cans _____ other _____
- ☐ Additional Portable Toilets
of toilets _____
- ☐ Staked Tents, Inflatable Games, etc.
State law requires a call to Gopher One at least two
weeks in advance
- ☐ Vendors
of 10 x 10 spaces _____

Alcoholic Beverage Consumption Permit

(Check One)

- ☐ Privately Hosted Event (if cash bar, provide caterer contract)
- ☐ Business/Company/Club Event (provide caterer contract)
- ☐ Non-Profit Hosted Event (If liquor is sold, a Temporary
Liquor License must also be secured and provided)

**See Page 4 of Blue Brochure for Explanations on
Types of Alcoholic Beverage Consumption Permits**

Security

- ☐ Needed for certain alcohol-related events or events leaving
equipment overnight in park

Officer & Firm _____

Phone Number _____

Building Rental

- ☐ Building Rental (for parks with City buildings)

Hours of Building Rental _____

General Description of Event: *(If known at time of application, include starting and ending times, activities planned and where they will be held in the park, etc. - use separate sheet of paper, if needed.)*

SPECIAL EVENT PERMIT HOLD HARMLESS FORM

Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Permittee Signature

Name of Organization Permittee is Representing

Date

MAIL OR FAX APPLICATION TO:

Department of Public Administration - Parks and Recreation Division
Attn: Gail • 12 East 4th Street • Duluth, MN 55805 • Fax - 218.723.3634

QUESTIONS? Call 218.730.4306 or email gwalkowiak@duluthmn.gov



CITY OF DULUTH DEPARTMENT OF PUBLIC ADMINISTRATION

Application Insert for Use of a Park Facility for a Special Event BAYFRONT PARK PLAZA and BAYFRONT FAMILY CENTER

Name of Event:			
Date/s of Event:	Day/s of Week:	Estimated Attendance:	
Type of Event (picnic, concert, walk, race, etc.):			
Event Sponsor/s:			
Contact Name:	Organization:		
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Email Address:	Approximate Arrival Time:		

SITE	TIME SLOT
Bayfront Park Plaza <input type="radio"/>	10 am - 3pm <input type="radio"/>
Bayfront Family Center <input type="radio"/>	4 pm - 9 pm <input type="radio"/>
All other parks use separate form	
10 am - 9 pm <input type="radio"/>	
10 am - 9 pm will be charged for two time slots	
Note: Reserve enough time to allow for set-up and tear-down of your event. Do not assume you can come early and stay late - it may already be reserved by another group.	

Call if needing permit for entire Bayfront Festival Park area.
(See description on front of brochure.)

A rental of the entire Bayfront Festival Park area will take precedence over the rental of Bayfront Park Plaza or Bayfront Family Center. If this should occur, an alternate site will be recommended. Read and sign the "Rental Disclaimer" on the reverse side of this form before mailing in.

Complete Front and Back (Page 2) of Form - Sign and Date Before Returning to Parks & Recreation
Items You Will Require or Use for Your Event - Check All That Apply

<u>Provided or Arranged by the City of Duluth</u>	<u>Alcoholic Beverage Consumption Permit</u> (Check One)
<input type="checkbox"/> Standard Electric (110 Volt)	<input type="checkbox"/> Privately Hosted Event (if cash bar, provide caterer contract)
<input type="checkbox"/> Portable Electric Panel (deposit required)	<input type="checkbox"/> Business/Company/Club Event (provide caterer contract)
<input type="checkbox"/> Water spigots - How many _____ (deposit required)	<input type="checkbox"/> Non-Profit Hosted Event (If liquor is sold, a Temporary Liquor License must also be secured and provided)
<input type="checkbox"/> Fire: _____ Campfire/Fireplace	<input type="checkbox"/>
_____ Bonfire (separate permit required)	See Page 4 of Blue Brochure for Explanations on Types of Alcoholic Beverage Consumption Permits
<u>Provided or Arranged by You</u>	<u>Security</u>
<input type="checkbox"/> Police Department Needs (street closure, traffic control, no parking zones, cones, barricades, above average parking)	<input type="checkbox"/> Needed for certain alcohol-related events or events leaving equipment overnight in park
<input type="checkbox"/> Additional Garbage Service dumpsters _____ cans _____ other _____	Officer & Firm _____
<input type="checkbox"/> Additional Portable Toilets # of toilets _____	Phone Number _____
<input type="checkbox"/> Staked Tents, Inflatable Games, etc. State law requires a call to Gopher One at least two weeks in advance	<u>Building Rental</u>
<input type="checkbox"/> Vendors # of 10 x 10 spaces _____	<input type="checkbox"/> Building Rental (for parks with City buildings) Hours of Building Rental _____

General Description of Event: *(If known at time of application, include starting and ending times, activities planned and where they will be held in the park, etc. - use separate sheet of paper, if needed.)*

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Permittee agrees to defend, indemnify, and save harmless the City from any and all liens, claims, suits, demands, liability, judgment costs, damages, and expenses which may accrue against or be charged or may be recovered from the City by reason of or account of any claim for damage arising from Permittee's use or occupancy of the premises whether or not person or persons including Permittee, its members, Permittee's employees, agents, volunteers, invitees, or tenants, whomsoever occasioned or caused by the contact, acts, or omission of Permittee, its members, volunteers, invitees, or tenants, or by reason of the use, development, operation, or maintenance of said premises by Permittee under this agreement. Upon ten (10) days written notice, Permittee will appear and defend all claims and lawsuits against the City growing out of any such injury or damage resulting from any defect in the construction or condition of all the interior and exterior premises of the site. The City does not waive its immunities under state or federal law.

Signature _____ Date _____

LOIS M. PAULUCCI MUSIC PAVILION OR BAYFRONT FESTIVAL PARK RENTAL DISCLAIMER

In signing this disclaimer, I am agreeing to relinquish my rights to the area in the Bayfront Festival Park area that I have secured from the Parks and Recreation Division in the occurrence that this area becomes needed for an actual "Festival" type of event. The fact that I have already paid for and received my permit does in no way affect the outcome of signing this disclaimer. I was made fully aware of the chance of this happening prior to reserving the area. The Parks and Recreation Division will assist me in securing another site or securing another date. If this is not possible, the fees paid will be refunded in full.

Signature _____ Date _____

MAIL OR FAX APPLICATION TO:

Department of Public Administration - Parks and Recreation Division
Attn: Gail • 12 East 4th Street • Duluth, MN 55805 • Fax - 218.723.3634

QUESTIONS? Call 218.730.4306 or email gwalkowiak@duluthmn.gov